

High School Aerospace Scholars Discipline Policy

The purpose of this policy is to state in advance the plan to insure proper discipline for High School Aerospace Scholars (HAS). This policy will be used for handling all disciplinary actions during the week- long summer sessions at JSC.

It is the responsibility of the student and parent to read the Student Code of Conduct. Signing the verification form for the student code of conduct verifies your acknowledgement of the Student Code of Conduct and consequences of misbehavior.

JSC and HAS endorses a zero-tolerance policy toward misbehavior and/or disregarding stated rules or safety instructions. Therefore the following procedures will be followed in the event of a problem with student conduct.

- I. Any blatant disregard of the rules of conduct, inappropriate or unsafe behavior will result in the student being called into the program manager's office for a documented verbal warning and a phone call to parents. Inappropriate actions that merit immediate disciplinary action will result in student being sent home without a warning.
- II. Documentation of warning and phone conversation will be forwarded to HAS discipline committee.
- III. No other warning will be given. Any other disruption or misbehavior will result in student being sent home.
- IV. Students traveling by plane:
 - Parent(s)/guardian will be notified of continued discipline problem and given the student's arrival flight information
 - Student will be sent on first available flight

Student traveling by car:

 - Parent(s)/guardian will be notified of continued discipline problem and given instructions as to where to pick up student.
- V. Student will not be allowed to participate in any other HAS activities and will wait with a HAS representative until parent arrives or flight departs.

Rules of Conduct-High School Aerospace Scholars

You will be sent home immediately for:

- Leaving the accompaniment of a chaperone (mentor, teacher, or NASA personnel) at any time, for any reason, without permission
- Unacceptable behavior (not following any staff or teacher's directions, fighting, bad language, failing to adhere to the dress code or rules of conduct, safety and technology use rules, etc.)
- Accessing your car
- Leaving your room after curfew for any reason
- Damage to any property (You are also held financially responsible)
- Stealing (from NASA, the hotel or restaurants)
- Drinking alcohol or smoking

HAS Internship Rules

- Students are required to be supervised by the HAS Program Manager, a counselor, or mentor at all times.
- Transportation - You will be transported to and from the lodging facility by school bus. Observe all school bus rules regarding conduct while aboard. While onsite at NASA you will be transported on occasion by van. Always wear your seatbelt.
- Clothing - Students should dress appropriately, clean pressed t-shirts (no slogans) with jeans or khakis. Regular shorts are permitted, but no cutoffs or short shorts. Boys must wear belts and tuck in their shirts. Button shirts or polo shirts with sleeves are acceptable. Only closed toe shoes or sneakers will be permitted. Girls should not wear skirts during the week because of the number of field trips and facility tours which may require some climbing and bending. For the closing luncheon the scholars will wear their TAS t-shirts and clean pressed khakis or skirts.
- Telephones - The phone system at the hotel will not allow long distance calls to be charged to the rooms; therefore, students must call out collect or use a phone card.
- Conduct - Students are expected to be on their best behavior at all times. No fighting, swearing, or stealing. Smoking is not permitted at any time.
- Badges - JSC issues a temporary identification badge at the beginning of your internship. This badge remains the property of the U.S. Government and must be returned to the Security Office at the end of the week. You must wear this badge at all times when at JSC. Badges should be visible and worn above the waist. Report lost badges immediately to the HAS Program Manager.
- Cars - If you drive your car to NASA, you will not be permitted to use your car.